

## THE NAVAJO NATION

## Department of Personnel Management

REQUISITION NO: **DOT07812641**

POSITION NO: **211045**

DATE POSTED: 10/10/16

CLOSING DATE: **OUF**

POSITION TITLE: GRAPHIC DESIGNER (S)

DEPARTMENT NAME / WORKSITE: **NDOT/Department of Highway Safety/ Tse Bonito, NM**

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB57A

WORK HOURS: 8:00am-5:00pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 22,131.20 PER ANNUM

SEASONAL: ☐ DURATION: \$ 10.64 PER HOUR

TEMPORARY: ☐ \_\_\_\_\_

Designs marketing material(s) such as billboard design and production, website design and development, pamphlets, posters, marquee designs, etc. on traffic safety education campaigns in both Navajo and English. Works directly with newspaper, radio and television advertisement outlets on traffic safety messaging. Assists with design of power point presentation templates to be utilized by staff for outreach purposes. Provides appropriate vendors with specifications for billboards lay-outs, promotional material, newspaper advertisements, etc. Designs visual aid material for Staff including items used during outreach; such as exhibit booth lay-outs, etc.

**Minimum Qualifications:**

- Special Requirements:**

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Must possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

Knowledge in developing various types of marketing material relevant to educating the general public on Traffic Safety Topics. Skill in producing marketing items in both Navajo and English. Skill in having professional media understanding for appropriateness for target audiences. Skill in producing written documents such as newspaper advertisements, radio releases, press releases and understanding grammar etiquetteness. Skill in applying professional judgement and knowledge of release of confidential information. Ability to utilize marketing software such as Adobe Illustrator. Website development training.

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**